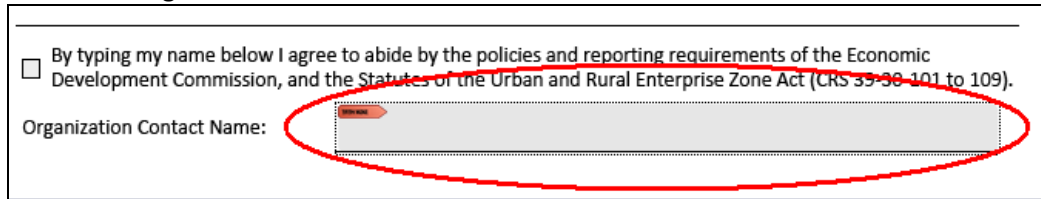


How to create a digital signature

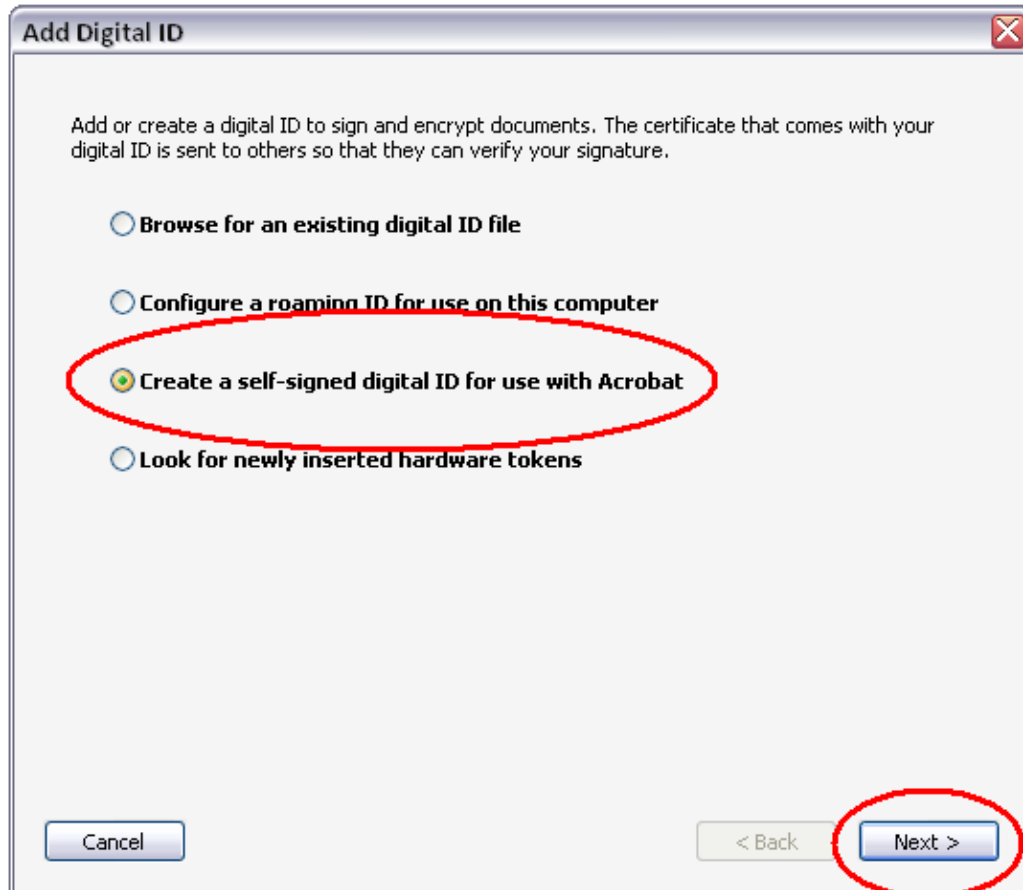
1. Click in the signature field.



☐ By typing my name below I agree to abide by the policies and reporting requirements of the Economic Development Commission, and the Statutes of the Urban and Rural Enterprise Zone Act (CRS 33-38-101 to 109).

Organization Contact Name:

2. Select "Create a self-signed digital ID for use with Acrobat" and then click "Next >".



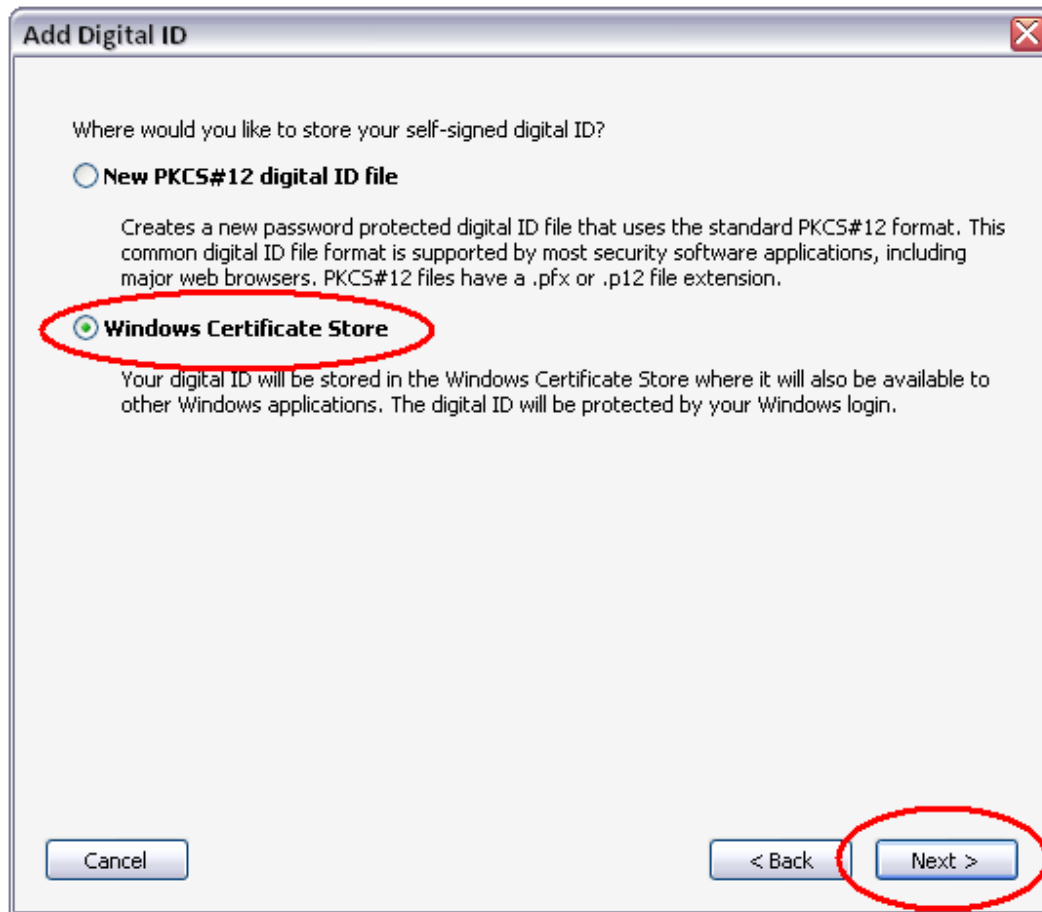
Add Digital ID

Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature.

- ☐ Browse for an existing digital ID file
- ☐ Configure a roaming ID for use on this computer
- ☒ Create a self-signed digital ID for use with Acrobat
- ☐ Look for newly inserted hardware tokens

(NEXT PAGE)

3. Select "Windows Certificate Store" and click "Next >".



The "Add Digital ID" dialog box is shown. It asks "Where would you like to store your self-signed digital ID?". There are two radio button options: "New PKCS#12 digital ID file" and "Windows Certificate Store". The "Windows Certificate Store" option is selected and circled in red. Below the options, there is a description for each. At the bottom, there are three buttons: "Cancel", "< Back", and "Next >". The "Next >" button is circled in red.

Add Digital ID

Where would you like to store your self-signed digital ID?

☐ **New PKCS#12 digital ID file**

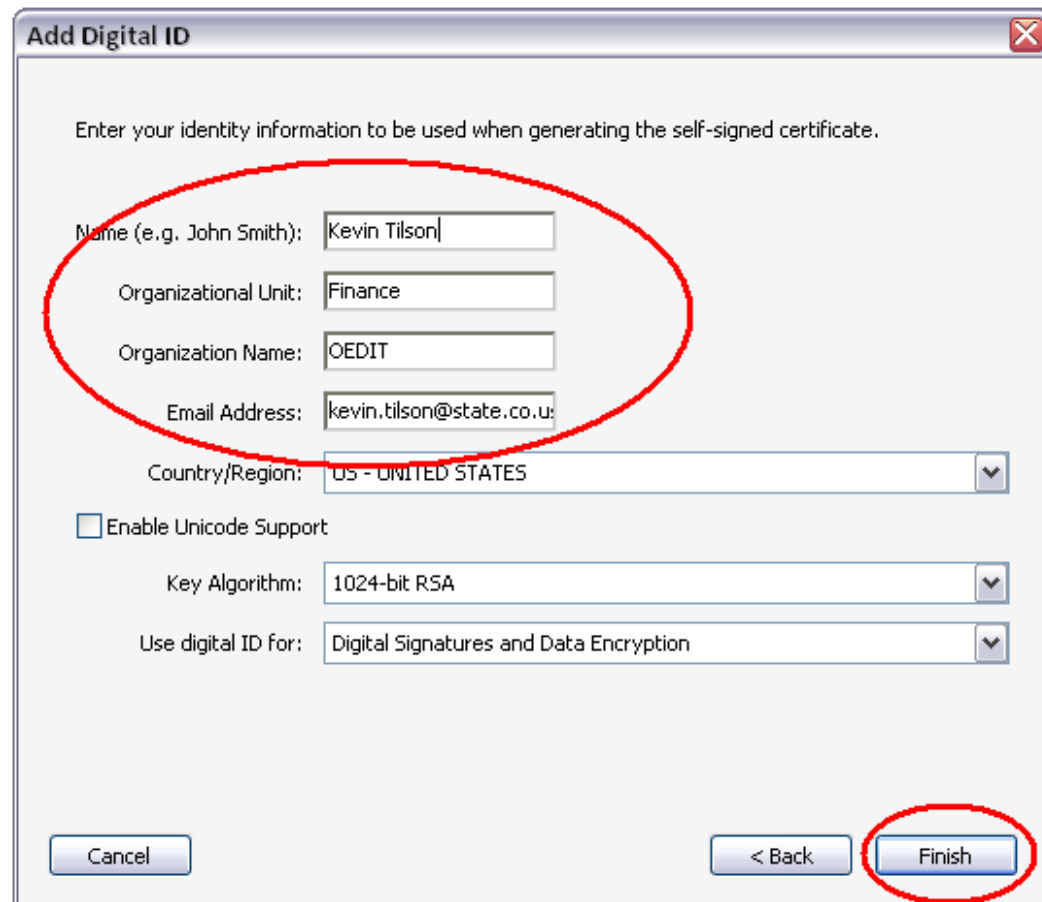
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

☒ **Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back **Next >**

4. Fill out the Digital ID and click "Finish".



The "Add Digital ID" dialog box is shown. It asks "Enter your identity information to be used when generating the self-signed certificate.". There are several text input fields: "Name (e.g. John Smith):", "Organizational Unit:", "Organization Name:", and "Email Address:". These fields are circled in red. Below them is a "Country/Region:" dropdown menu. There is a checkbox for "Enable Unicode Support". Below that are two more dropdown menus: "Key Algorithm:" and "Use digital ID for:". At the bottom, there are three buttons: "Cancel", "< Back", and "Finish". The "Finish" button is circled in red.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Kevin Tilson

Organizational Unit: Finance

Organization Name: OEDIT

Email Address: kevin.tilson@state.co.us

Country/Region: US - UNITED STATES

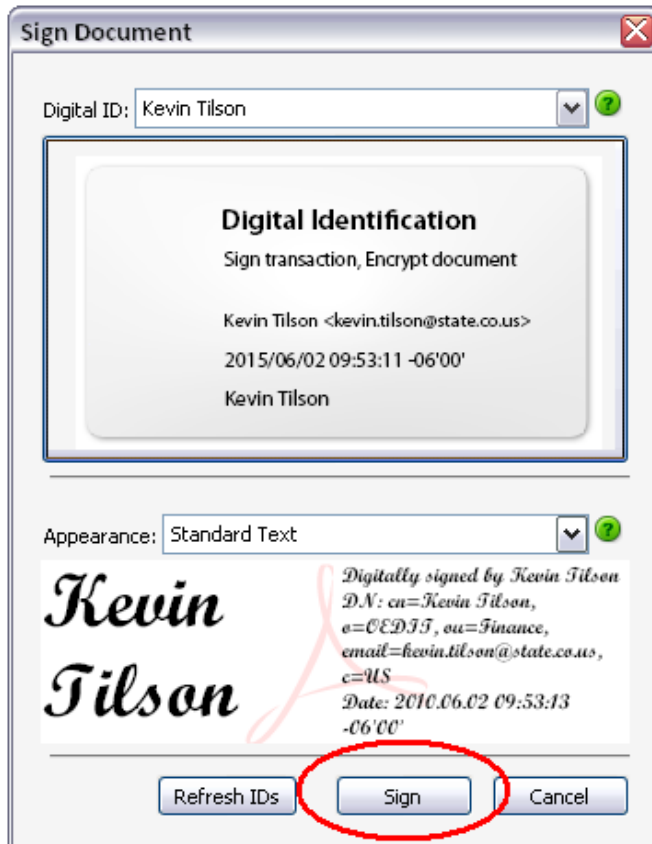
☐ Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back **Finish**

5. Your Digital ID and Signature has been created. Click "Sign".



6. This is how your digital signature will look on the pdf. The document cannot be edited or changed after it has been signed.

I agree to abide by the policies and reporting requirements of the Economic Development Commission, and the

☒ Statutes of the Urban and Rural Enterprise Zone Act (C.R.S. 39-30-101 to 109), and declare that all of the above information is true and correct to the best of my knowledge.

Organization Contact Signature: *Kevin Tilson*

(Digital Signature)

Digitally signed by Kevin Tilson
DN: cn=Kevin Tilson, o=CEDJS, ou=Finance, email=kevin.tilson@state.co.us, c=US
Date: 2010.06.02 10:45:45 -06'00'